

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Education		
2. Position Title: Senior Secondary Music Teacher	3. Salary Level: L11-10/9-7	4. Division: Ministry of Education (SSS)
5. Reports To: Principal or School Senior Management	6. Direct Reports: Deputy Principal	
7. Primary Objective of the Position: Senior Secondary Teacher must carry out the teaching responsibility as in the teacher's standards, managed and utilized resource for effective delivery of prescribed curriculum to raise the quality of education.		

8. Position Overview		
9. Financial: Nil	10. Legal: Education Act 2013, Kiribati National Condition of Service, Customer Service Standard, Education Code of Ethics and all policies and procedures set by the school.	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Principal • Deputy Principal • SSS Support Staff • Security To be referred to Manager: <ul style="list-style-type: none"> • Reporting on students' academic performance, discipline and factors that are needed by the school community concerning students. 	12. External Stakeholders: <ul style="list-style-type: none"> • Parent • School Committee • Student • Staff at MoE Headquarter To be referred to Manager <ul style="list-style-type: none"> • 	
13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i> 		
Key Result Area/Major	Major Activities/Duties	Performance Measures/Outcomes

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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Responsibilities		
Curriculum Delivery	<p>Prepare written plans and execute daily lesson based on: the prescription for the subject and level being taught the students' level and ability the time allocated for the lesson</p> <p>Contribute ideas on professional matters for general department improvement</p> <p>Keep up-to-date in curriculum/Subject area</p>	<p>Relevant plans are provided according to prescribed curriculum.</p> <p>Teacher is knowledgeable on subject matters and changes involved in the prescribed curriculum</p>
Teaching Strategies	<ol style="list-style-type: none"> 1. Attend to individual learning needs by: Ability grouping Mixed ability grouping Individual teaching 2. Recognize different learning styles by providing a range of learning activities; visual, audio, oral, practical, written, role-plays, etc. 3. Provide a rich learning environment with: Displays of students' work, books and resources where possible 4. Give students regular feedback on their progress 5. Set achievable goals to match the students' abilities 6. Provide opportunities for leadership 	<p>Record of plans, assessment, attendance list updated and ready to be provided</p> <p>Knowledgeable on each students performance and provide competencies</p>
Resource Management	<ol style="list-style-type: none"> 1. Provide appropriate resources to support lessons: Feld trips, Charts, illustrations, guest speakers, library, maps, models 2. Prepare resource before the lesson 3. Ensure that resources are well maintained 	
Cultural Awareness	Be a good cultural role model	<p>Appearance - appearance and dress should be appropriate</p> <p>Language - speak politely and avoid offensive slang</p>

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		Behaviour- show respect, good manner and tact Communicate with the community
Professional Standard	<ol style="list-style-type: none"> 1. Be a good role model for student 2. Be punctual to class and dismiss your class on time 3. Be well organized 4. Be committed and enthusiastic about each lesson 5. Collect assignments on time 6. Keep a record of student's daily attendance 7. Keep an updated record of students' performance 8. Fill in students' report forms 9. Perform duties assigned by the Head of Department 10. Perform extra responsibilities as form teachers or house staff 11. Stand in for absent colleagues 12. Supervise meals, prep and other boarding duties when on duty 13. Supervise organized activities for boarding students when required 14. Adhere to all school policy and procedures 	Maintain a Teachers professional standard as required

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10. Key Challenges	11. Selection Criteria
<p>The post holder is expected to work more hours when and if required from time to time. The post holder must be involved in the school other curricular activities required for the development and betterment of the school</p>	<p>11.1 PQR (Position Qualification Requirement): Education: Certificate in Music from recognize Institutions with at least 5 years' work experience.</p> <p>11.2 Key Attributes (Personal Qualities):</p> <p>The post holder should possess: Fluency in both English and Kiribati Language Should possess good computing skills with competence in Microsoft Word, Microsoft Excel and use of the Internet Have been teaching consistently for at least three years in any registered school. Adequate skills in counselling and problem solving JSS Teaching Certificate</p>

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